

**SUPREME COURT, CIVIL TERM  
QUEENS COUNTY**

**COURT HELP CENTER**

**REQUIREMENTS FOR ORDER CONFIRMING REFEREE'S REPORT OF SALE AND FOR  
DISTRIBUTION OF SURPLUS MONIES**

1. Use the same caption and index number as on the Judgment of Foreclosure and Sale;
2. \* You must obtain a Certificate of Deposit from the City of New York Department of Finance showing how much money (including interest) is being held and submit the certificate with your application;
3. \* You must obtain a Certificate of Claims and Appearances and a Certificate of No Exceptions from the County Clerk and submit these with your application;
4. \* You must obtain a copy of the Referee's report of sale from the County Clerk and submit with your application;
5. \* If notices of claim and appearance were filed, you must obtain copies from the County Clerk and proceed by motion on notice to those who filed notices. **ALL PARTIES THAT HAVE APPEARED OR FILED CLAIMS IN THE ACTION MUST BE SERVED. YOU ARE SOLELY RESPONSIBLE FOR ENSURING THAT ALL NECESSARY PARTIES ARE PROPERLY SERVED WITH A COPY OF THIS, OR ANY, MOTION THAT YOU FILE WITH THE COURT.**
6. \* If an order is signed and entered by the County Clerk granting the motion, you must obtain a certified copy of the order from the County Clerk and file it with the City of New York Department of Finance. The Department of Finance will mail a check for the money they are holding less their fee (currently two percent).

\*= Please contact the Department of Finance and County Clerk for information regarding the costs of obtaining Certificates and copies of documents

**PLEASE ALSO REVIEW THE COURT HELP CENTER MOTION CHECKLIST, MOTION SUPPORT RULES, AND MOTION DAY CALENDAR SCHEDULE ON THE FOLLOWING PAGES.**

**PLEASE KEEP COPIES OF ALL PAPERS THAT YOU SUBMIT TO THE COURT. YOU MAY NEED THEM FOR FUTURE REFERENCE.**

**PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS (IF NOT NECESSARY) AS EXHIBITS TO YOUR MOTION.**

